# مراجعات النخبة

## بنك الأسئلة ICT

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ICT

Prepared by:
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1ST Prep

November Review

2025-2026

Lesson (1)

# Cloud Computing

## Definitions:

➔ **Cloud Computing**: a model for providing digital services over the Internet, such as:

- **Software Service**: making applications available online
- **Cloud Storage**: storing files and folders online
- **Resource Sharing**: sharing and exchanging files over the internet

## Key Points:

### Benefits of Cloud Computing:

1. **Ease of Access**: services available without high-spec hardware.
2. **Service Availability**: access data, files, and applications from m anywhere with the internet.
3. **Reducing material costs**: no need for software licenses, no need for high-spec hardware

### Areas of Using Cloud Computing in Daily Life:

#### 1- Communication:

- **Email**: Gmail, Outlook, Yahoo Mail
- **Social Networking**: Facebook, Twitter, Instagram
- **Messaging Services**: WhatsApp, Telegram

#### 2- Computer Storage:

- **File Storage**: Google Drive, OneDrive
- **Data Backup**: Cloud backup services

### 3- Producing Projects:

- **Word Processing**: Google Docs, Microsoft Word Online
- **Spreadsheets**: Google Sheets, Microsoft Excel Online

### 4- Education:

- **E-learning Platforms**: Ministry of Education platform
- **Collaboration Tools**: Google Classroom, Microsoft Teams

### 5- Entertainment:

- **Video Streaming**: YouTube
- **Video Games**: Online cloud platforms
- **Music Services**: Cloud music services

### 6- Other Areas:

- **Online Shopping**: E-commerce sites
- **Online Banking**: used for money transfer, bill payments
- **Healthcare Services**: Storing medical records

## Data Processing and Storage in Cloud Computing:

1. Data Collection
2. Data Transfer: To cloud data centers
3. Data Processing
4. Data Storage
5. Data Management
6. Data Access

## Requirements to Obtain Cloud Computing Services:

1. Computer or Mobile Phone
2. Internet Browser or Application
3. Internet Connection
4. Account with a Cloud Service Provider

## Famous Cloud Computing Service Providers

1. Amazon Web Services
2. Microsoft Azure
3. Google Cloud Platform

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Lesson (2)

# Google Meet and Project Management

## Definitions:

➔ **Google Meet**: a video conferencing service developed by Google that enables users to conduct group video calls, share screens, chat, collaborate in real time, and work together on joint projects.

## Key Points:

### You can access Google Meet:

- **From PC:** via the link https://meet.google.com
- **From mobile:** Download the "Google Meet" app from the Google Play Store.

### Creating a Meeting:

- **Instant Meeting**: Click "New meeting" > "Start an instant meeting".
- **Scheduled Meeting**: Click "Create a meeting for a later time".
- **Joining a Meeting**: Click the meeting link and wait for the organizer's approval.
- **During a Meeting:**
  - **Turn off** the microphone when not speaking.
  - **Raise your hand** when you want to speak.

- Use the "In call messages" icon to send messages to participants.
- Click the "Share Screen" icon to share your screen with participants.

➲ To Stop Sharing: Click "Stop Sharing" in the Google Meet window.

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## Lesson (3)

## Database Design

### Definitions:

➔ **Databases**: a collection of data and information organized and linked to each other, similar to a library but for data. Used to store and retrieve information easily and efficiently.

➔ **Big Data**: very large and diverse sets of structured, unstructured, and semi-structured data that continue to grow significantly over time.

➔ **Spreadsheet Concept**: the basic element in building databases and is the only source of data within the database, it consists of rows (records) and columns (fields).

➔ **Microsoft Access** it is one of the applications used to create databases. It builds a real database, where you can build a complex structure for data and manage it more efficiently.

➔ **Primary Key:** a field in a database used to uniquely identify each record in a table.

## Key Points:

### Importance of Databases:

1. **Schools**: Saving students' information
2. **Hospitals**: Saving medical records
3. **Stores**: Tracking inventory

### Advantages of Using Databases:

① Organization ② Efficiency ③ Sharing
④ Accuracy ⑤ Security

### Uses of Databases:

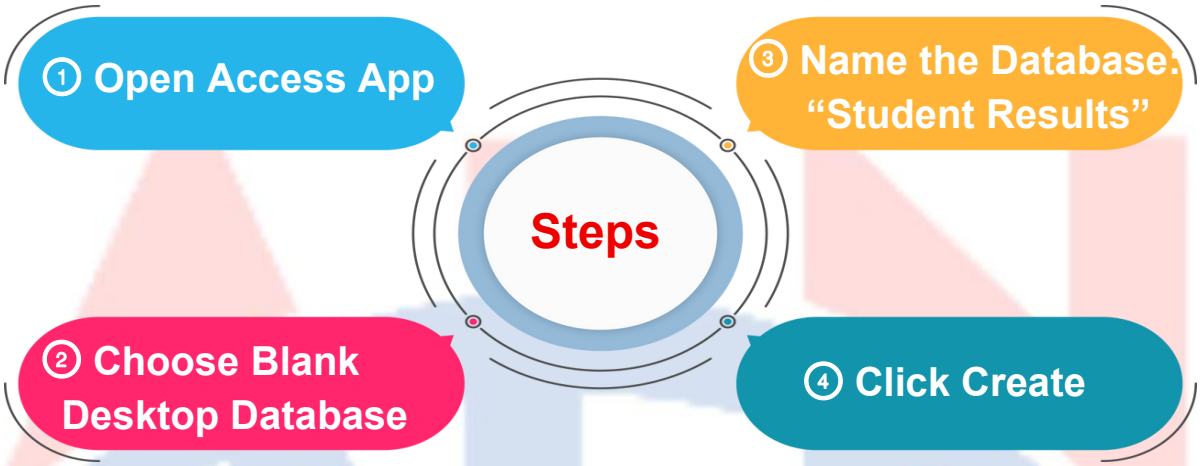
① Websites ② Data Analysis
③ Scientific Research ④ Business Applications

Programs like **Word** and **Excel** can create spreadsheets, but for **complex data**, use dedicated database applications like **Microsoft Access**.

### When do we use Microsoft Access

-**Large** Amount of Complex Data
-**Creating** Relations Between Data
-**Custom** Applications for Data Management
-**Higher** Data Security

## Steps to Create a Database in Access:




**Note**: the primary key value is never repeated within the same table, **for example**: "id" field in the "Student Grades" table.

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Lesson (4)

## Forms and Queries

### Definitions:

➔ **Form**: a graphical interface designed to interact with data stored in a database. It displays specific information from the database and allows users to enter, modify, or delete information in an organized and convenient way.

➔ **Query**: a tool used to obtain data from a database based on specific criteria or conditions.

## Key Points:

### Creating a Form:

1. **Select Table**: click on "Student Grades" in the Navigation Pane.
2. **Create Tab**: choose "Create" > "Form".
3. **Layout View**: displays data for each student record individually.
4. **Navigation**: use icons to move between records.
5. **Data Entry**: forms can be used to enter and modify data in the table.

### Creating a Query:

1. **Query Design**: choose "Create" > "Query Design".
2. **Select Table**: add "Student Grades" as the data source.
3. **Design Grid**: drag and drop fields to the design grid.
4. **Execute Query**: click "Run" to display the query result.
5. **Modify Query**: delete unnecessary fields to refine the query.
6. **Save Query**: name it, e.g., "Student Arabic Grades".

### Hiding Fields in Query Results:

1. **Design View**: open the query in Design View.
2. **Uncheck Show**: uncheck the checkbox in the "Show" row for fields you want to hide.
3. **Run Query**: click "Run" to see the updated results without the hidden fields.

### Adding Criteria to a Query:

1. **Design View**: open the query in Design View.
2. **Enter Criteria**: type the criteria in the Criteria row for the relevant field.
   - **Example**: To show only the record for student "Yasmin", type "Yasmin" in the "Student Name" column.
3. **Execute Query**: click "Run" to display records that meet the criteria.

## Choose :

1. ……..from requirements of cloud computing services.

a. Printer b. INSTAPAY c. software d. Internet browser

2. We use cloud word processing programs, such as……

a. Google Docs b. Google Sheets

c. Google Classroom d. Google Cloud Platform

3. We use cloud spreadsheets, such as……..

a. Google Docs b Google Sheets

c. Google Classroom d. Google Cloud Platform

4. ……..is a feature of cloud storage to protect data from loss in case of device damage.

a. Data backup b. Communication

c. Both a and b d. None of them

5. The computer storage service is used for……

a. storing files and folders locally on the computer

b. storing files and folders over the internet

c. sharing and exchanging files

d. Google Classroom

6. The software and application services over the internet are used for……..

a. enabling the use of software and applications over the internet

b. enabling the use of software and applications without the internet

c. sharing and exchanging files locally

d. email services

7. Services for storing, sharing, and accessing files at any time and from anywhere are called……

a. emails b. software and applications

c. computing storage d. Google Sheets

8. The service of sharing electronic resources via cloud computing is known as……..

a. computer storage
b. email sharing
c. sharing files and folders locally on the computer
d. sharing and exchanging files with others over the internet

9. Communication is one of the areas of using cloud computing i daily life, and is done through…….

a. email
b. Google Drive
c. computer storage
d. Google Sheets

10. Cloud computing is known as a model for providing…….

a. presentations
b. digital services over the internet
c. Google Docs
d. Google Classroom

11. To express your opinion in an organized manner during a Google Meet meeting, you can click on……..

a. the meeting link
b. the hand icon
c. talk at any time
d. exit before the end of the meeting

12. One of the general rules that must be followed during the meeting is……

a. talking at any time
b. listening, hearing, and turning off the microphone
c. giving the meeting link to anyone
d. leaving before the end of the meeting

13. To invite others to a Google Meet meeting, you must send them…….

a. the meeting address
b. the meeting link
c. the meeting image
d. your home address

14. To create a meeting next week through Google Meet, you should choose "……."

a. Start an instant meeting
b. Meeting for a later time
c. Stop sharing the presentation
d. Sharing screens

15. If you have been invited to a Google Meet meeting, to join the meeting, you must click on……

a. the meeting address
b. the meeting link
c. the meeting image
d. your home address

16. If you have a large amount of complex data, we use……

a. Excel
b. Access
c. Paint
d. Word

17. To express your opinion in an organized manner during a Google Meet meeting, you can……

a. speak at any time
b. leave before the meeting ends
c. send a message
d. stop sharing the presentation

18. ..... is from the famous cloud computing services providers

A- Google docs
B- Google sheets
C- Google classroom
D- Google cloud platform

19. When you are invited to a meeting through a link, you should……..

a. not send the meeting link to others
b. speak without permission
c. send the meeting link to anyone
d. leave the meeting

20. Google Meet is a/an……

a. audio-only service
b. voice-only service
c. storage service
d. video conferencing service

21. Use the ..... method when creating the query to have more control over the design details

A- Query wizard
B- Form design
C- Report design
D- Query design

22. The primary key is a field in a database table that uniquely identifies each……..

a. Field
b. Data
c. Record
d. cell

23. In the database table, we must specify for each ..... the type of statement it contains

A- Row B- Column C- Cell D- File

24. To access the Google Meet service, you must have a/an…….

a. Yahoo account b. Google account

c. bank account d. electronic wallet

25. Through ……., you can make calls, group video, share screens, and chat.

a. Google Account b. Google Docs

c. Google Meet d. Google Drive

26. The Google Meet application is considered one of the ways of ……..communication.

a. indirect b. direct c. slow d. difficult

27. One of Google Meet features is……..

a. sharing screens b. talking at any time

c. indirect communication

d. slow communication for audio and video

28. When you finish showing your screen during the meeting, you should……

a. not send the meeting link to others b. talk without permission

c. click "Stop sharing the presentation" d. share the screen

29. We use cloud collaboration tools, such as……..

a. Google Docs b. Google Sheets

c. Google Classroom d. Google Cloud Platform

30. To organize a Google Meet meeting, when speaking, you should……

a. speak at any time b. raise your hand

c. leave the meeting d. send the meeting link to others

31. In the data table, each……. represents one record of data.

a. row b. column c. cell d. file

32. To help keep the sessions organized, you should talk and intervene in an organized and smooth manner, and……

a. leave the meeting
b. listen to the speaker
c. speak at any time
d. open the microphone

33. ……is a field in a database table that uniquely identifies each record in that table and does not repeat.

a. Form b. Query c. Primary Key d. Report

34. To enter and view the table data in MS Access from……

a. Data sheet view
b. Design view
c. Table design
d. None of them

35. To design a custom graphical interface to interact with data stored in the database we use .....

A- Forms B- Queries C- Tables D- Reports

36. Google meet is ……

A- Graphic service only
B- Voice service only
C- Storage service
D- Video conference service

37. We determine the type of the grade fields as……. to perform calculations on them.

a. Date b. Text c. Number d. None of them

38. Databases are used in hospitals to store……..

a. books
b. patient's medical records
c. movies
d. clothes

39. Microsoft Access is part of the……

a. Adobe Suite
b. video conferencing
c. Google Docs
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40. In the database table, we must determine for each ……the type of statement it contains

a. Row b. Column c. Cell d. File

41. ..... is the program that must be used if you have a huge amount of complicated data

A- Excel B- Access C- Word D- Paint

42. Communicating is from cloud computing fields in daily life, it can be done through .....

A- E-mail B- Software and applications

C- Cloud storage D- Google sheets

43. To create a meeting for next week in google meet, choose .....

A- Start an instant meeting B- Create a meeting for later time

C- Stop sharing screen D- Sharing screens

44. In spreadsheet each ..... is referred to a one record of data

A- Row B- Column C- Cell D- File

45. We specify the type of the score field statement as ..... to perform a calculation on it

A- Date B- Text C- Word D- Number

46. To quickly create a model from the "Student Grades" table in a database, choose create, then .....

A- Design B- Form C- Blank D- Query

47. To obtain data from a database according to specific conditions we use .....

A- Forms B- Queries C- Tables D- Data sources

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## Put (✓) or (x)

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2. Services for storing, sharing, and accessing files anytime, anywhere are called cloud storage. ( )
3. An example of cloud word processing programs is Google Docs. ( )
4. The spreadsheet is the only source of data within a database ( )
5. Telegram is one of the uses of cloud computing in the field of storage. ( )
6. Sharing electronic resources services via cloud computing is known as sharing and exchanging files with others via the internet ( )
7. Online banking services are used to transfer money and pay bills. ( )
8. Cloud computing services can be accessed without owning a computer. ( )
9. During a Google Meet, you should mute the mic when not speaking. ( )
10. The “Design View” is divided into 3 parts ( )
11. One of "Google Meet" Features is Sharing screens ( )
12. The “Query Design” window is divided into two parts, the lower part contains the data source table ( )
13. To access the "Google Meet" service, you must have a bank account. ( )
14. Cloud computing is a model for providing digital services via computer. ( )
15. A primary key field is used to unique identify each record in a table ( )
16. A new form called “Enter Student Grades” can be created using the “Form Wizard” ( )

17. The "Google Meet" application is one of the methods of direct communication. ( )
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21. Software and application services via internet is known as sharing and exchanging files locally ( )
22. Storing, sharing, and accessing files services anytime anywhere is called a cloud computing ( )
23. Cloud computing is known as a model to design databases ( )
24. Google docs is an example of word processing cloud computing programs ( )
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32. Google meet is considered a way of a direct communication ( )
33. A database is an organized collection of data relating to a particular subject ( )
34. A spreadsheet is not a basic element in database construction ( )

35. Databases are not usable on websites ( )
36. The Google Meet app can be downloaded for Android devices from the Google Play Store. ( )
37. We use databases to track inventory in stores ( )
38. Databases are a collection of data and information that are not related to each other ( )
39. The primary key value can be repeated within the same table ( )
40. We use MS-Access when we have a large amount of complex data ( )
41. We use the table's "Design View" to write the table field names and specify the statement type ( )
42. A form is a graphical interface designed to interact with data stored inside the database ( )
43. When invited to a Google Meet session, you can join by clicking on the provided link. ( )
44. We use the form to enter, modify or delete information in an organized and convenient way ( )
45. All data entered through the form does not appear in the table ( )
46. There are several ways to create a form in an “Access” software ( )
47. You can access Google Meet from a PC via the link https://meet.google.com. ( )
48. Data can be entered through a spreadsheet or through a form ( )
49. We use the “Query Design” view to display the query results ( )
50. One or more fields can be hidden from the query result ( )
51. Query criteria are added in the criteria row of the “Query Design” grid area ( )

# مراجعات النخبة

## بنك الأسئلة ICT

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# ICT

# Answer form

Prepared by:
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1st Prep

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47. To obtain data from a database according to specific conditions we use .....

A- Forms B- Queries C- Tables D- Data sources

## Put (✓) or (x)

1. To access Google Meet, you must have a Microsoft account. (x)
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3. An example of cloud word processing programs is Google Docs. (✓)
4. The spreadsheet is the only source of data within a database (✓)
5. Telegram is one of the uses of cloud computing in the field of storage. (x)
6. Sharing electronic resources services via cloud computing is known as sharing and exchanging files with others via the internet (✓)
7. Online banking services are used to transfer money and pay bills. (✓)
8. Cloud computing services can be accessed without owning a computer. (x)
9. During a Google Meet, you should mute the mic when not speaking. (✓)
10. The “Design View” is divided into 3 parts (x)
11. One of "Google Meet" Features is Sharing screens (✓)
12. The “Query Design” window is divided into two parts, the lower part contains the data source table (x)
13. To access the "Google Meet" service, you must have a bank account. (x)
14. Cloud computing is a model for providing digital services via computer. (✓)
15. A primary key field is used to unique identify each record in a table (✓)
16. A new form called “Enter Student Grades” can be created using the “Form Wizard” (✓)

17. The "Google Meet" application is one of the methods of direct communication. (✓)
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26. To access google meet service you must have a bank account (x)
27. When you get invited to attend a google meet meeting, an invitation link must be sent to you (✓)
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29. To express your ideas in an organized way through google meet meeting, you can press the raise hand icon (✓)
30. To invite other to google meet meeting, you must send a meeting link to them (✓)
31. We specify the type of the student’s name field statement as “Text” to perform mathematical operations on it (x)
32. Google meet is considered a way of a direct communication (✓)
33. A database is an organized collection of data relating to a particular subject (✓)
34. A spreadsheet is not a basic element in database construction (x)

35. Databases are not usable on websites (x)
36. The Google Meet app can be downloaded for Android devices from the Google Play Store. (✓)
37. We use databases to track inventory in stores (✓)
38. Databases are a collection of data and information that are not related to each other (x)
39. The primary key value can be repeated within the same table (x)
40. We use MS-Access when we have a large amount of complex data (✓)
41. We use the table's "Design View" to write the table field names and specify the statement type (x)
42. A form is a graphical interface designed to interact with data stored inside the database (✓)
43. When invited to a Google Meet session, you can join by clicking on the provided link. (✓)
44. We use the form to enter, modify or delete information in an organized and convenient way (✓)
45. All data entered through the form does not appear in the table (x)
46. There are several ways to create a form in an “Access” software (✓)
47. You can access Google Meet from a PC via the link https://meet.google.com. (✓)
48. Data can be entered through a spreadsheet or through a form (✓)
49. We use the “Query Design” view to display the query results (x)
50. One or more fields can be hidden from the query result (✓)
51. Query criteria are added in the criteria row of the “Query Design” grid area (✓)